

D R A F T

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(6 March 1954)

IO Notice
LN 42-120-1

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CORRESPONDENCE
(date)

SUBJECT: Correspondence submitted to the Director and his Deputies

1. All personnel of Logistics Office originating, preparing, processing, reviewing or concurring in correspondence prepared for submission to the DCI, DDCI, DD/A, DD/I, DD/P, Director of Training, ~~Assistant Director~~ ^{AD} for Communications and AD for Personnel, are requested to review the following Agency regulatory matter:

- a. Agency Correspondence Manual dated April 1952
- b. Regulation [] Concurrences"
- c. CIA Notice [] dated 28 February 1953, "Preparation of Correspondence"
- d. P&SO Instruction dated 2 March 1953, "Correspondence Procedure"
- e. CIA Notice of the Depu [] dated 19 June 1953, "Correspondence"
- f. CIA Notice Papers" [] dated 9 September 1953, "Staff"
- g. Regulation [] 9 October 1953, "Staff Studies"
2. In brief summary:

a. The provisions of CIA Regulation [] "Staff Studies", STATINTL ^{also} apply in principle to letters or other types of material submitted to the Director and others mentioned above.

b. If material is to be signed by the ^{DCI or DDCI} ~~Director~~, two ^{white} file copies are required ~~in~~ for the signer, ~~(one to be the yellow official file copy)~~ plus two file copies for the DD/A. If addressed to the ^{DCI or DDCI} ~~Director~~

For the approving official, in addition to the original,
for ~~the~~ approval, ~~an original~~ and two ^{white} ~~files~~ ^{copies} are required, plus one *file copy* for each concurring official.

c. Signature and title of the originator, concurrences, qualifications, or non-concurrences shall be evidenced in writing on the *original and also on one white* official file copy of ~~subject~~ correspondence *for the DCI or DDCI.* If for the Director's signature, such evidence shall appear on the official file copy and on one white tissue file copy. (Written evidence on two copies is not required by Regulations, but has been requested by the DD/A.)

3. ~~Some~~ Provisions of the referenced regulations have been disregarded in some instances by this Office. It is particularly important that ^{all} Staff papers, ^{including those} prepared in emergencies or on a crash basis, ^{be submitted in the required number of copies,} be in proper format and completely coordinated in order to ensure expeditious processing through official channels without the necessity of return or retyping to complete details.

FOR THE CHIEF OF LOGISTICS:

LO/AS/GM (6 March 1954)

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